



HEADQUARTERS
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MEMORANDUM FOR ALL PENNSYLVANIA WING PERSONNEL

FROM: PAWG CC

SUBJECT: Outstanding Member Invoice Balances with Pennsylvania Wing

1. The purpose of this memorandum is to inform the members of Pennsylvania Wing that a significant amount of unpaid member invoices exist between certain members and Pennsylvania Wing. This policy letter will go into effect 1 October 2004. Members are urged to reconcile their outstanding balances prior to 1 OCT 2004.
2. Each member who owes money to Pennsylvania Wing receives an invoice from Pennsylvania Wing Headquarters on a monthly basis. Members are required to pay off the balance, in full, when the invoice is received. Each month, the PAWG command staff and Group Commanders receive an "aging report" listing members, their outstanding balances, and how long those balances have remained outstanding.
3. Members with outstanding balances of 60 days from the date of invoice will be grounded from all CAP flight activities. A letter notifying the member of this grounding will be sent to the member as well as their Group Commander. Group Commanders will ensure that the unit commander and all flight release officers in their Group are notified of the grounding and must therefore not release any flight with that member aboard.
4. Members with outstanding balances of 120 days from the date of invoice will be suspended from all CAP activities for 60 days. A CAPF 2a will be sent to the member with a copy to their Group Commander. Group Commander's will ensure a copy is given to the unit commander.
5. Members with outstanding balances of 180 day or more from the date of invoice will be suspended, pending a commander's review. This review may include further disciplinary action.

M. Allen Applebaum, Colonel, CAP
Commander